



PERSONNEL AND TRAINING SUPERVISOR

Bargaining Unit: Police Officers' Association (Non Sworn)

DEFINITION

Under the supervision of the Police Lieutenant, the Personnel and Training Supervisor manages the recruitment process and coordinates training for the Police Department. The incumbent is responsible for developing and planning the outreach, testing, and hiring activities for all positions; organizing and scheduling training to ensure compliance; evaluating and making recommendations; and, performing other related duties as required.

CLASS CHARACTERISTICS

This is a single-position class located in the Police Department. This position is responsible for facilitating the hiring and training processes for the Department and functions with a degree of autonomy that distinguishes it from the Police Office Assistant classification, which primarily functions as a support position.

EXAMPLES OF DUTIES (*illustrative only*)

Duties may include, but are not limited to:

- Managing all recruitment activities for the Department.
- Working with hiring managers and City Human Resources to review and update job descriptions.
- Responsibility for developing and executing recruitment plans, examination announcements and examination steps, reviews applications, and conducting background checks.
- Coordinating all training for the Department including professional development and Continued Professional Training (CPT) for sworn personnel.
- Responsibility for ensuring compliance with POST mandates, California Penal Code, state and federal legislation, and department policies.
- Serving as the liaison and primary contact for external agencies on subjects related to hiring, training and background checks.
- Processing Concealed Carry Weapons (CCW) Permits.
- Serving as the Infection Control Officer.
- Performing and participating in various audits as needed.
- Supervising support staff.
- Performing other duties as assigned.

MINIMUM QUALIFICATIONS

Experience - The equivalent of three years of full-time experience working with personnel policies, procedures, and practice.

Substitution - Possession of a bachelor's degree from an accredited college or university may be substituted for one year of the required experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Techniques and principles of employee recruitment and selection processes
- Federal, State, and local guidelines related to the hiring process and other areas of personnel related activities

Ability to:

- Plan and organize
- Communicate verbally and in writing
- Analyze and problem solve
- Make decisions
- Interpret and apply provisions, rules, and regulations
- Demonstrate interpersonal sensitivity
- Be adaptable

Licenses and Certificates:

None

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.